

IX.

WIA Definitions for Title I Eligibility

- **Adult** – except in Sections 127 and 132, an adult is an individual with an age of 18 or older. **[Act 101(1) and 20 CFR 663.110]**
- **Age** – the term adult means an individual who is age 18 or older **[Act 101(1) and 20 CFR 663.110]**; for youth age is not less than 14 and not more than 21 **[Act 101(13) and 20 CFR 664.200(a)]**.
- **Basic Skills Deficient** – an individual who
 - (1) computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
 - (2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. **[Act 101(19); Act 203(12); and 20 CFR 664.205]**
- **Behind Grade Level** – individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual. **[Act 129(C)(5)]**

When determining the level of deficiency for a youth participant, it is essential to determine the grade level at which they should be functioning. In order to enter the first grade, a child must be six years old on or before September 1st.

- **Cash Public Assistance** – an individual who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.
 - Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC))
 - General Assistance (GA) (State/local government)
 - Refugee Cash Assistance (RCA)
 - Supplemental Security Income (SSI-SSA Title XVI)

Public assistance recipients may also include participants, who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.

[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]

- **Citizenship/Eligible to Work** – participation in programs and activities financially assisted in whole or part under WIA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the in the United States (applies to all programs under Title I Attorney General to work). **[Act 188(a)(5)]**
- **Corroborative Witness** – a person who personally knows or can identify the WIA applicant and who is reasonably likely to be able to verify the applicant's statement on the Statement of Family Size/Family Income Form. The witness signing the Statement of Family Size/Family Income Form may accomplish such verification. **[See Attachment H of WIIN 3-99, Change 2]**
- **Dislocated Worker** – an individual who

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff from employment;
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation;
- or**
- (II) has been employed for a duration sufficient to demonstrate to the appropriate entity at a one-stop center, referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; AND
- (iii) is unlikely to return to a previous industry or occupation.
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; OR
- (iii) for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; **OR**
- (D) is a displaced homemaker.

[Act 101(9)]

- **Displaced Homemaker** – an individual who has been providing unpaid services to family members in the home and who
 - (A) has been dependent on the income of another family member but is no longer supported by that income; AND
 - (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

[Act 101(10)]

- **Documentation** – to maintain physical evidence, which is obtained during the verification process, in participant files. Such evidence would be copies of documents, completed telephone/document inspection forms and signed self-certification statement.
- **Eligible Youth** – an individual who
 - (A) is not less than age 14 and not more than age 21;
 - (B) is a low-income individual; and
 - (C) is an individual who has one or more of the following barriers:
 - (i) deficient in basic literacy skills;
 - (ii) a school dropout;
 - (iii) homeless, a runaway, or a foster child;
 - (iv) pregnant or a parent;
 - (v) an offender;
 - (vi) an individual who requires additional assistance to complete an educational program, or to secure and hold employment.

[Act 101(13)]

- **Employed at Registration** – an employed individual is currently working as a paid employee or who works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an

enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]

- **Exceptions/Youth Only** – up to five percent of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth provided that they are within one or more of the following categories.

- (a) School Dropout;
- (b) Basic Skills Deficient;
- (c) Are one or more grade levels below the grade level appropriate to the individual's age;
- (d) Pregnant or Parenting
- (e) Possess one or more disabilities, including learning disabilities;
- (f) Homeless or Runaway;
- (g) Offender; or
- (h) Face Serious Barriers to employment as identified by the Local Board.

[20 CFR 664.220 and Act 129(c)(2)(5)]

- **Family** – two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) a husband, wife, and dependent children.
- (B) a parent or guardian and dependent children.
- (C) a husband and wife.

[Act 101(15)]

A dependent child is defined as a child:

- Under age 19 at the end of the previous calendar year; or
- Under age 24 at the end of the previous calendar year and was a student.

A dependent child was a student if he or she:

Was enrolled as a full-time student at a school during any 5 months of the previous calendar year or took a full-time, on-farm training course during any 5 months of the previous calendar year. The course had to be given by a school or a state, county or local government agency. A school includes technical, trade and mechanical schools. It does not include on-the-job training courses or correspondence schools.

Also, regardless of residence and/or citizenship, anyone claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed to be part of the person's family for the current year. To negate this assumption, the person who was claimed as a dependent for income tax purposes would be required to provide information that demonstrates the individual is no longer financially dependent.

In applying the definition of family, runaway youth, emancipated youth, and court adjudicated youth separated from the family through involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, or placed as a result of a court order) shall not be classified as dependent children.

Individual with a disability and own income at or below the Poverty Line or 70% of the Lower Living Standard Income Level.

[20 CFR 663.640 – Adult; 20 CFR 664.250 – Youth]

- **Family Income** – for the purpose of determining WIA income eligibility. List the total income received by you and members of your family from (1) gross wages and salaries (before deductions); (2) net self-employment income (gross receipts minus operating expenses); and (3) other money income from sources such as net rents, social security, pensions, alimony, government and armed forces retirement payments, insurance policy annuities, and other sources of periodic income.

Inclusions for Family Income

1. **Gross wages and salaries before deductions:** Total money earnings received from work performed as an employee. If a family's only source of income was from wages and salary payments, family income would be equal to gross wages and salary received.
2. **Income from non-farm self-employment:** Net income (gross receipts minus operating expenses) from a business or other non-farm enterprise in which a person is engaged on his/her own account. If the business or enterprise has suffered a loss, this loss will be allowed to offset wage earnings.
3. **Income from farm self-employment:** Net receipts from farm self-employment (receipts from a farm which operates as an owner, renter, or sharecropper, after deductions for farm operating expenses). If the farm has suffered a loss, this loss will be allowed to offset wage earnings. Money received under the Agricultural Crop Stabilization Program is considered income.
4. **WIA and Title V Older Americans Act Program Participation:** Wages paid to participants in WIA OJT and the Title V Older Americans Program placements count as income.
5. **Social Security Disability Insurance (SSDI):** pays benefits to you and certain members of your family if you are "insured" meaning that you worked long enough and paid Social Security taxes.
6. **Money received from such sources:**
 - Net rents;
 - Governmental and non-governmental pensions;
 - Railroad retirement benefits;
 - Strike benefits from union funds;
 - Worker's compensation;
 - Training stipends;
 - Alimony;
 - Military family allotments or other regular support from an absent family member or someone not living in the household; (except for military payments indicated below which are excluded from family income calculations)
 - Regular insurance or annuity payments;
 - College or university scholarships, grants (excluding pell grants), fellowships, and assistantships;
 - Dividends and interest;
 - Net royalties;
 - Periodic receipts from estates and trusts; and
 - Net gambling or lottery winnings.

Exclusions for Family Income

1. Unemployment Compensation;
2. Child support payments;
3. Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)
4. **Military Pay or Allowances:** Are there special rules that apply to veterans when income is a factor in eligibility determinations? (Sec. 667.255) Yes, under 38 U.S.C. 4213, when past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded. This applies when determining if a person is a "low-income individual" for eligibility purposes (for example, in the WIA youth, Job Corps or NFJP programs) and applies if income is used as a factor in applying the priority provision under 20 CFR 663.600 when WIA adult funds are limited. Questions regarding the application of 38 U.S.C. 4213 should be directed to the Veterans Employment and Training Service.

US Code: Title 38, Section 4213. Eligibility requirements for veterans under Federal employment and training programs:

Any (1) amounts received as pay or allowances by any person while serving on active duty, (2) period of time during which such person served on such active duty, and (3) amounts received under chapters 11, 13, 30, 31, 35, and 36 of this title by an eligible veteran, any amounts received by an eligible person under chapters 13 and 35 of such title, and any amounts received by an eligible person under chapter 106 of title 10, shall be disregarded in determining eligibility under any public service employment program, any emergency employment program, any job training program assisted under the Economic Opportunity Act of 1964, any employment or training program carried out under the Job Training Partnership Act or **Title I of the Workforce Investment Act of 1998**, or any other employment or training (or related) program financed in whole or in part with Federal funds.

Title 38:

Chapter 11 - Compensation for Service-Connected Disability or Death
Chapter 13 - Dependency and Indemnity Compensation for Service-Connected Deaths
Chapter 30 - All-Volunteer Force Educational Assistance Program
Chapter 31 - Training and Rehabilitation for Veterans with Service-Connected Disabilities
Chapter 35 - Survivors' and Dependents' Educational Assistance
Chapter 36 - Administration of Educational Benefits

US Code: Title 10, Chapter 106 – Educational Assistance for Members of the Selected Reserve

5. Federal non-cash benefits such as: Medicare, Medicaid, food stamps, school lunches, and housing assistance;
6. Capital gains and losses;
7. Assets drawn down as withdrawals from a bank;

8. Public Assistance payments: Payments received under TANF (Temporary Assistance to Needy Families), Supplemental Security Income, General Assistance, Refugee Cash Assistance;
9. The sale of property, house, or an automobile;
10. Tax refunds;
11. One-time gifts;
12. Loans;
13. Lump-sum inheritances;
14. One-time insurance payments, or compensation for injury;
15. Cash value of employer-paid or union-paid portion of health insurance or other employee fringe benefit;
16. Cash value of food or housing received in lieu of wages;
17. Cash value of food and fuel produced and consumed on farms;
18. Imputed value of rent from owner-occupied non-farm or farm housing;
19. Amounts received as pay or allowances by any person while serving on active duty;
20. Payments received under the Trade Readjustment Act of 1974;
21. Black Lung payments received under the Benefits Reform Act of 1977;
22. Needs-based scholarship assistance;
22. Financial assistance under Title IV of the Higher Education Act, i.e., PELL Grants, BEOG Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans like any other kind of loan are debt and not income.
23. Terminal leave pay: Severance pay or a cash out of accrued vacation leave;
24. Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparents Program, Retired Senior Volunteer Program; Youth Works/AmeriCorps Program;
25. Foster care payments.

NOTE: When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination.

- **Follow-up Services (Adult and Dislocated Worker)** – follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under subtitle (B) of Title I of WIA who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate. **[20 CFR 662.240(b)(11)]**

- **Follow-up Services (Youth)** – follow-up services for youth may include:

- (1) leadership development and supportive service activities listed in 20 CFR 664.420 and 20 CFR 664.440;
- (2) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- (3) assistance in securing better paying jobs, career development and further education;
- (4) work-related peer support groups;
- (5) adult mentoring; and
- (6) tracking the progress of youth in employment after training.

All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow-up services may be less intensive for youth who have only participated in summer youth employment opportunities. **[20 CFR 664.450]**

- **Individual with a Disability** – means an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). **[Act 101(17)]**

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

- (1) (i) the phrase *physical or mental impairment* means
 - (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (B) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- (ii) the phrase *physical or mental impairment* includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase "physical or mental impairment" does not include homosexuality or bisexuality.
- (2) the phrase *major life activities* means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- (3) the phrase *has a record of such an impairment* means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
- (4) the phrase *is regarded as having an impairment* means
 - (i) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the recipient as being such a limitation;
 - (ii) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
 - (iii) has none of the impairments defined in paragraph (1) of this definition but is treated

by the recipient as having such an impairment.
[20 CFR 37.4]

The following questions and answers are in regard to disabled individuals and can be found in 20 CFR 663.640 (Adult) and 20 CFR 664.250 (Youth) of the Final Rules.

20 CFR 663.640 May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income adult?

Yes. Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income:

- (a) meets the income criteria established in WIA section 101(25)(B); or
- (b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

20 CFR 664.250 May a disabled youth whose family does not meet income eligibility criteria under the Act be eligible for youth services?

Yes. Even if the family of a disabled youth does not meet the income eligibility criteria, the disabled youth may be considered a low-income individual if the youth's own income:

- (a) meets the income criteria established in WIA section 101(25)(B); or
- (b) meets the income eligibility criteria for cash payments under any Federal, State or local public assistance program. (WIA section 101(25)(F))

- **Individual Employment Plan (IEP)** – the individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.
[20 CFR 663.245]
- **Individual Who Requires Additional Assistance** – definitions and eligibility verification requirements regarding the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion of 20 CFR 664.200(c)(6) must be established by the Local Board.
[20 CFR 664.210]
- **Literacy** – an individual's ability to read, write, and speak in English, and to compute and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society. **[Act 203(12); 20 CFR 660.300]**
- **Local Board** – a local workforce investment board established under WIA section 117 to set a policy for the local workforce investment system.
[20 CFR 660.300]
- **Lower Living Standard Income Level (LLSIL)** – the income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of the U.S. Department of Labor based on the most recent lower living family budget issued by the Secretary.

- **Low-income Individual** – an individual who
 - (A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - (B) received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of
 - (i) the Poverty Line for an equivalent period; or
 - (ii) 70 percent of the Lower Living Standard Income Level (LLSIL) for an equivalent period;
 - (C) is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
 - (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
 - (E) is a foster child on behalf of whom State or local government payments are made; or
 - (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

[Act 101(25)]

- **Not Employed at Registration** – an individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment. **[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]**

- **Offender** – an individual
 - (A) who is or has been subject to any stage of the criminal justice process for whom services under WIA may be beneficial; or
 - (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

[Act 101(27)]

- **Out-of-School Youth** – an eligible youth, at the time of registration, who is a school dropout or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. **[Act 101(33)]**

For reporting purposes only, all youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent and except those who are attending postsecondary school and are not basic skills deficient. **[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]**

An individual who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 30 percent expenditure requirement for out-of-school youth.

[20 CFR 664.310]

- **Participant** – an individual who has registered under 20 CFR 663.105 or 20 CFR 664.215

and has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual begins receiving other core, intensive, training or other services provided under WIA Title I. **[Act 101(34); 20 CFR 660.300]**

- **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]
- **Poverty Guidelines** – are issued by the Department of Health and Human Services and are used for administrative purposes – for instance, for determining whether a person or family is financially eligible for assistance or services under a particular Federal program.
- **Poverty Line** – the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.
[Act 101(36)]
- **Priority Policy (for intensive and training services)** – if funds are limited, priority shall be given to recipients of public assistance and other low-income individuals for **intensive** and **training** services. **[20 CFR 663.600 and Act 134(d)(4)(E)]**

Each Local Workforce Investment Board must develop a priority of service policy regarding Workforce Investment Act (WIA) Title I Adult intensive and training services. The Local Workforce Investment Boards' priority of service policy must include, but is not limited to, public assistance and other low-income individuals in the local area. The Local Workforce Investment Board will indicate its priority of service policy in its WIA local plan, specifying the target groups that will receive priority service. **[Local Plan Instructions]**

Funds allocated for dislocated workers are not subject to this requirement.

- **Public Assistance** – Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. **[Act 101(37)]**
- **Public Assistance Recipient** – a participant who is listed on the grant and/or is receiving assistance under any of the following programs at any time during participation.
 - Temporary Assistance to Needy Families (TANF) (also include individuals receiving Aid to Families with Dependent Children (AFDC) during JTPA application or participation who were grandfathered into WIA)
 - General Assistance (GA) (State/local government)
 - Refugee Cash Assistance (RCA)
 - Supplemental Security Income (SSI-SSA Title XVI)

Public assistance recipients may also include participants who were referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.

[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, Attachment E]

- **Register** – the process for collecting information to determine an individual's eligibility for services under WIA Title I. Individuals may be registered in a variety of ways as described in 20 CFR 663.105 and 20 CFR 664.215. **[20 CFR 660.300]**
- **Registration (Adults and Dislocated Workers)**
 - (a) Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.
 - (b) Adults and dislocated workers who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible.
 - (c) EO data must be collected on every individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the recipient.
[20 CFR 663.105]
- **Registration (Youth)**
 - (a) All youth participants must be registered.
 - (b) Registration is the process of collecting information to support a determination of eligibility.
 - (c) EO data must be collected on individuals during the registration process.
[20 CFR 664.215]
- **Runaway Youth** – a youth (14 – 18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.
- **School Dropout** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
[Act 101(39)]
- **Selective Service Registrant** – the Secretary shall ensure that each individual participating in any program established under WIA, or receiving any assistance or benefit under WIA, has not violated Section 3 of the Military Selective Service Act (MSSA) (50 U.S.C. App. 453) by not presenting or submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

NOTE: Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26.
[Act 189(h)]

Procedures outlined in TEGL No. 4-89, dated March 19, 1990, and TEGL No. 8-98, dated November 4, 1998 must be followed.

- **Self-Certification** – an individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate. **[20 CFR 660.300]**
- **Self-Sufficiency** – local boards must set the criteria for determining whether employment

leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101(24). Self-sufficiency for a dislocated worker may be defined in a relation to a percentage of the layoff wage. The special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency. Self-sufficiency may be defined differently for an adult and a dislocated worker. The self-sufficiency definition can be found in your Local Plan. **[20 CFR 663.230]**

- **Supportive Services** – services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title. **[Act 101(46); Also see Youth Supportive Services]**
- **Underemployed** – occurs when an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. **[Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1]**
- **Verification** – to confirm eligibility requirements through examination of official documents (e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies).
- **Youth Leadership Development Opportunities** – leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as:
 - (a) exposure to postsecondary educational opportunities;
 - (b) community and service learning projects;
 - (c) peer-centered activities, including peer mentoring and tutoring;
 - (d) organizational and team work training, including team leadership training;
 - (e) training in decision-making, including determining priorities; and
 - (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.**[20 CFR 664.420]**
- **Youth Supportive Services** – supportive services for youth, as defined in WIA section 101(46), may include the following:
 - (a) linkages to community services;
 - (b) assistance with transportation;
 - (c) assistance with child care and dependent care;
 - (d) assistance with housing;
 - (e) referrals to medical services; and
 - (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.**[20 CFR 664.440; Also see Supportive Services]**